ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

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HIGH COURT OF KARNATAKA, BENGALURU

NOTIFICATION

No. HCC 60/2021 DATED: 31.12.2021

In exercise of the powers conferred by Article 225 and 227 of the Constitution of India and Section 54 of the States Reorganisation Act, 1956 (Central Act 37 of 1956) read with Sections 122 and 129 of the Code of Civil Procedure, 1908, and Sections 19 and 21 of the Mysore High Court Act, 1884 (I of 1884) and all other powers thereunto enabling, the High Court of Karnataka, with the previous approval of the Government of Karnataka, promulgates and issue the following Rules with respect to practice and procedure to be followed while e-Filling of Cases before the Courts and Tribunals:-

Rules

(1) Title, Commencement and Applicability.-

(1) These rules may be called the Karnataka Electronic Filing (E-filing) Rules, 2021

(2) They shall be applicable in the High Court of Karnataka, District Judiciary, Trial Courts and Tribunals.

(3) They shall come into force from the date of their publication in the Official Gazette.

(4) These rules will apply to online e-filing and e-filing through designated counters or E-Seva Kendras concerning categories of cases as may be notified from time to time by the High Court. These rules, thus, amend and consolidate the existing rules or Practice Directions

(2) Definitions,- In this rules, unless the context otherwise requires,-

(a) **"Action"** means proceedings instituted in the Court including those by way of suits,

criminal complainants, appeals, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probates, as also interlocutory applications of all kinds;

(b) **"Administrator" means** the Registrar (IT) or any other officer appointed by the Chief Justice for administering and dealing with matters connected to or related to e-filing;

(c) **"Appendix"** means Appendix appended to these rules;

(d) **"Bench"** means and includes one or more Judges assigned to adjudicate upon Actions as per Roster;

(e) **"Designated Counters"** means and includes those counters mentioned in Appendix-I and those that may be included or excluded from the said appendix from time to time.

(f) **"District Courts"** means and includes the courts established and functioning under the control and supervision of the High Court of Karnataka;

(g) **"Electronic Filing (e-filing)"** means e-filing as prescribed via the Internet at the Court web portal as well as through Internet or intranet at the Designated Counters, unless the context requires otherwise. Sending a document to the Court via email or facsimile does not constitute "Electronic filing";

(h) **"Evidence"** means and includes evidence as defined under the Indian Evidence Act, 1872 (Central Act 1 of 1872);

(i) **"High Court"** High Court means the High Court of Karnataka;

(j) **"Objections"** means and include deficiencies and errors pointed out by the Registry qua the Actions instituted in the Court;

(k) **"Opposite Party"** means defendants, respondents, judgment debtors and non-applicants;

(l) **"Party"** means appellants, plaintiffs, petitioners, complainants and applicants;

(m) **"PDF"** means an electronic document filed in a portable document format;

(n) **"PDF/A"** means an ISO-standardized version of the Portable Document Format specialized for the digital preservation of electronic documents;

(o) **"Physical Filing"** means Actions and pleadings filed as hard copies;

(p) **"Pleadings"** means pleadings filed in support or defence of an Action including affidavits, additional affidavits, supplementary affidavits;

(q) **"Registry"** means the Registry of the Court;

(r) "Statement of Defence" means and includes written statements, reply or replies, counter-affidavits, additional and supplementary affidavits;

(s) **"Technical failure"** means a failure of the court's hardware, software or telecommunications facility which results in the impossibility for an e Filer to submit a filing electronically. Technical failure does not include malfunctioning of an e Filer's equipment;

(t) **"Third Party"** means and includes a person and entities seeking to become a party or intervene in an Action; and

(u) **"Working Day"** means and includes a day when the Registry of the Court is working as per the Calendar published or as directed by the Court.

(3) General Instructions.-

(1) The online e-filing shall be made by visiting the Court web portal: https://efiling..gov.in/kar/

(2) Except as provided elsewhere in these rules, Actions, whether in fresh, pending or disposed of cases, will be filed electronically by the advocate or litigant in person from his home or office or any other remote location in the manner provided hereafter.

(3) Insofar as the advocate or litigant in person who does not have access to the requisite facility is concerned, he shall be entitled to make use of the facilities provided at the Designated Counters for the said purpose upon payment of charges, if any, stipulated.

(4) The size of the e-file should not exceed 20MB. In case the file size exceeds 20MB, the Advocate or litigant should visit any one of the Designated Centers for enabling e-filing via the intranet or the file can be split into multiple files, each of size 20 MB and same to be uploaded sequentially.

(4) Steps For Registration.-

(1) The Advocates and litigants in persons who are already registered with the Court web portal shall be entitled to log in through their existing login IDs. The rest will take the following steps to register themselves namely:-

(i) Advocate.-

(a) Should visit the web portal **(https://efiling.ecourts.gov.in/kar/)** to view the form.

(b) Click the registration link.

(c) Fill the form with requisite details.

(d) Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council I-card (in.pdf format only).

(ii) Litigants in person,-

(a) Should visit the web portal **(https://efiling.ecourts.gov.in/kar/)** to view the form.

(b) Click the registration link.

(c) Fill the form with requisite details.

(d) Submit the filled-up form along with the self-attested copy of any Government ID (in.pdf format only).

(2) Submit an affidavit or undertaking that he had not engaged an Advocate in the Action. In case the litigant in person subsequently engages an Advocate, he will then be entitled to make an application before the Administrator for transferring the data to his Advocate's account in respect of the subject Action. Once the Administrator allows the application, the data in the subject Action shall be transferred in the user account of the concerned Advocate. The litigant in person thereafter will not be in a position to modify the data of the subject Action, without the permission of the Administrator.

(3) In both cases, the login ID will be allotted on the next working day, only if, the application is found complete in all respects. The procedure for the registration purpose is set out in Appendix-II.

(5) Frame Of Pleadings.-

The pleadings should be clear and concise. The parties or third parties should clearly set forth their claims or averments in separate paragraphs. The statement of truth or affidavit of the concerned person should bear his signature. The opposite parties should also file his replies under separate paragraphs and headings, (i.e., Preliminary Objections, Objections on Merits) bearing sequential numbers.

(6) Formatting.-

(1) All the original typed text material including notice of motion, memorandum of parties, main petition or appeal, interlocutory application(s), reply, status report, affidavit, documents, etc., as the case may be, will be prepared electronically using the following formatting style, namely.-

(i) Paper size **:** A-4
(ii) Top Margin **:** 1.5”
(iii) Bottom Margin **:** 1.5”
(iv) Left Margin **:** 1.75”
(v) Right Margin **:** 1.0”
(vi) Alignment **:** Justified
(vii) Font **:** Times New Roman, Verdana
(viii) Font size **:** 14
(ix) Line spacing **:** 1.5
(x) If any document is typed in a local language in Trial Courts, it must be in prepared using Kannada Unicode Font 14.

(2) The document should be converted into OCR searchable Portable Document Format (PDF) or PDF/A using any PDF converter or in-built PDF conversion plug-in provided in the software. PDF/A is the preferred format.

(3) Where the document is not a text document and has to be enclosed with the action, the document should be scanned using an image resolution of 300 dpi (dot per inch) in OCR searchable mode and saved as PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in sub rule (1) of rule 8 is set out in Appendix – III.

(7) Digital Signatures.-

(1) The document converted in PDF (“PDF Document”) shall be digitally signed either by the parties or the Advocates. The digital signatures shall be appended on such places on the PDF document as prescribed under the extant rules. In the eventuality of neither the parties or the Advocates engaged being possessed of digital signatures, a print out of the Action shall be physically signed by the parties and/or Advocates as per rules and there after it shall be scanned and uploaded.

(2) The List of recognized Digital Signature Providers and the procedure involved in appending single or multiple signatures are set out in Appendix –IV.

(3) Where the litigant in person or the advocate does not possess the digital signatures issued by the competent authority, such an advocate or the party can authenticate e-filed documents by e-Sign based on Aadhaar authentication method.

(8) Dos and Don’t’s .-

(1) The text documents as well as scanned documents as stated in sub rule (3) of rule 6 and sub rule (1) of rule 7 above should be merged as a single OCR searchable PDF file and should be book-marked as per the Master Index, duly approved by the Registry. The procedure in this behalf is, set out in Appendix-V.

(2) The merged documents should be uploaded at the time of online e-filing. The screenshots of the manner of accessing the online e-filing portal and for main case filing or for application filing, documents, written statement or reply, replication or rejoinder, different types of affidavits, evidence, etc. in a pending case are set out in Appendix-II.

(3) Once e-filing is accepted, the Filing Registration (FR) Number shall be notified to the Advocate or litigant in person.

(4) In case online e-filing includes audio and/or video file, the Administrator shall generate a hash value.

(5) Special Characters are not allowed while filling e.g., Memo of Parties and Advocate remarks.

(6) Document Binary File Name Standards

The following special characters are not allowed in a file namely:-

(i) A quotation mark(")
(ii) A number sign/Pound(#)
(iii) Percent(%)
(iv) An Ampers and(&)
(v) Asterisk(*)
(vi) Colon(:)
(vii) Angle brackets (less than, greater than)(<>)
(viii) A question mark(?)
(ix) Back slash(\)
(x) Forward slash(/)
(xi) Braces (left and right)({})
(xii) Pipe(|)
(xiii) A tilde(~)
(xiv) The period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.
(xv) Also, file names should not exceed 45 characters in length, including spaces. Single space must be counted as one character each.

(7) The online e-filing shall not be water marked or encrypted. The e-filed documents shall not contain any virus, malware, spam-ware or trojan horse or the like. All the e-filed documents shall be legible and free of all markings, track changes or annotations.

(9) Payment Of Court Fees or Other Charges.-

Court fee or other charges can be paid either electronically by purchasing the same from the online facility provided by the authorised agency or from the counters provided for the said purpose in High Court and District Courts or from any authorized court fee vendor. The Transaction ID provided upon payment of court fee or other charges is required to be entered in the appropriate field at the time of the online e-filing.

(10) Retention Of Originals.-

(1) The originals of the documents that are scanned and digitally signed by the Advocate or the litigant in person at the time of efiling shall be filed at the Registry, Filing counter or e-Seva Kendra of the Court within three working days of e-filing for urgent cases and seven working days for ordinary cases.

(2) In any event, the signed vakalatnama, the signed and notarized or attested affidavit and any other document whose authenticity is likely to be questioned should be preserved and filed at the Registry, Filing counter or eSeva Kendra of the Court.

(3) Notwithstanding anything else, the following documents will have to be preserved permanently:-

(a) A negotiable instrument (other than a cheque) as defined in section 13 of the Negotiable Instruments Act, 1881 (Central 26 of 1881).

(b) A power-of-attorney as defined in section 1A of the Powers-of- Attorney Act, 1882 (Central 7 of 1882).

(c) A trust as defined in section 3 of the Indian Trusts Act, 1882 (Central 2 of 1882).

(d) A Will as defined in clause (h) of section 2 of the Indian Succession Act, 1925 (Central 39 of 1925) including any other testamentary disposition by whatever name called.

(e) Any contract for the sale or conveyance of immovable property or any interest in such property.

(f) Any other document as may be directed by the Bench or Court.

(4) The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically filed the scanned copies thereof.

(11) Access to the Electronic Data of the Action.-

Free of cost access shall be available to the authorized persons in respect of e-filed data by either of the parties in their specific Action, as is presently being provided in the Actions pending in e-courts. This facility shall be in addition to the procedure of obtaining the certified copies as per the rules.

(12) Exemption from Electronic Filing.-

Exemption from online e-filing concerning the entire or part of the pleadings and/or documents may be permitted by the Bench or Court upon an application being made for that purpose to the Bench or Court albeit in the following circumstances namely:-

(i) Online e-filing is, for the reasons set out in the application, not feasible; or

(ii) There are concerns about confidentiality and protection of privacy; or

(iii) The document cannot be scanned or filed electronically because of its size, shape or condition; or

(iv) The online e-filing portal is either inaccessible or not available for some reason; and

(v) Any other just and sufficient cause.

(13) Service of Electronic Documents.-

In addition to the prescribed mode of service, notices, documents, pleadings that are filed electronically may also be served via designated e-mail IDs of the Registry officials to the e-mail address of the advocates or parties, if available. The e-mail IDs of the Registry officials will be published on the Court website to enable the recipients to verify the source of the e-mail.

(14) Computation of Time.-

(1) Wherever the period of limitation or time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time. The date of e-filing will be taken as that date when the Action is electronically received in the registry within the prescribed time on any working day. For computing time at which e-filing is made, Indian Standard Time (IST) will apply.

(2) E-filing through Designated Counters will be permissible up to 16:00 hours on any court working day. Insofar as online e-filing is concerned, if it is carried out after 16:00 hours on any day, the date of filing will be treated as the date which follows the actual filing date provided it is a court working day. Actions filed on a day declared as gazetted holiday or on a day when the court is closed, will be treated as having filed on the next working day. For the computation of limitation, online e-filing shall be subject to the same legal regime as applies to a physical filing, save and except as provided here in above.

(3) The online e-filing via web portal can be carried out throughout the day, subject to breakdown, server downtime, system maintenance or any other exigencies. In cases where online e-filing is not possible for any one or more reasons given above, the parties can either approach the Designated Counters for e-filing between 10:00 to 16:00 hours only on court working days or take recourse to, physical filing. No exemption from limitation shall be permitted on the ground of failure of online e-filing facility via the web portal.

(4) The provisions concerning limitations qua online e-filing will be no different from those applicable to physical filing. The period of limitation qua such actions will commence from the date when e-filing is made as per the procedure prescribed here in.

(15) Procedure for Filing Caveat.-

All caveats can be filed online soon after facility is enrolled in eFiling portal.

(16) Hard copies of Pleadings and Documents filed Electronically.-

Advocates, as well as parties, can print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere. Likewise, the Registry will wherever required, prepare hard copies for its official use.

(17) Storage and Retrieval of e-filed Documents and Pleadings.-

The e-filings will be stored on an exclusive server maintained under the control and directions of the Court. Each such filing will be separately labelled and encrypted for this purpose to facilitate easy identification and retrieval. The security of such filings will be

ensured and access to such filings would be restricted in the manner provided herein above and as may be notified from time to time. For continuity of operations in case of disaster, natural calamity or breakdown, a mirror image of e-filings available on the servers located in the Court is made at different Geographical locations, as decided from time to time by the Court.

(18) Residuary Provisions.-

(1) The e-filing made by an Advocate or litigant in person will be rejected if he does not follow the protocol mandated by these rules.

(2) Subject to further directions issued, it would not be obligatory on the part of the opposite party to accept pleadings and documents via email. In such eventuality, hard copy(ies) of pleadings and documents will have to be provided to the opposite party. In such circumstance, the plaintiff or petitioner can be called upon to deposit the charges, calculated, based on the number of pages per defendant or respondent which are required to be photocopied. This facility will be provided by the registry on a written request being made by the defendants or respondents.

(3) The registry would communicate via email or SMS or web hosting the objections, if any, regarding the cases filed to the concerned Advocate or litigant in person. Once the objections, if any, are cleared the cases will be processed for listing and the concerned Advocate or litigant in person will be informed including via email or SMS.

(19) General Caution.-

Email is not a secure medium of communication. Any communication transmitted via email can be intercepted or read by a third party. An Advocate or a litigant in person who wishes to transmit a confidential or sensitive document or material, shall approach the Registry for requisite assistance or advice.

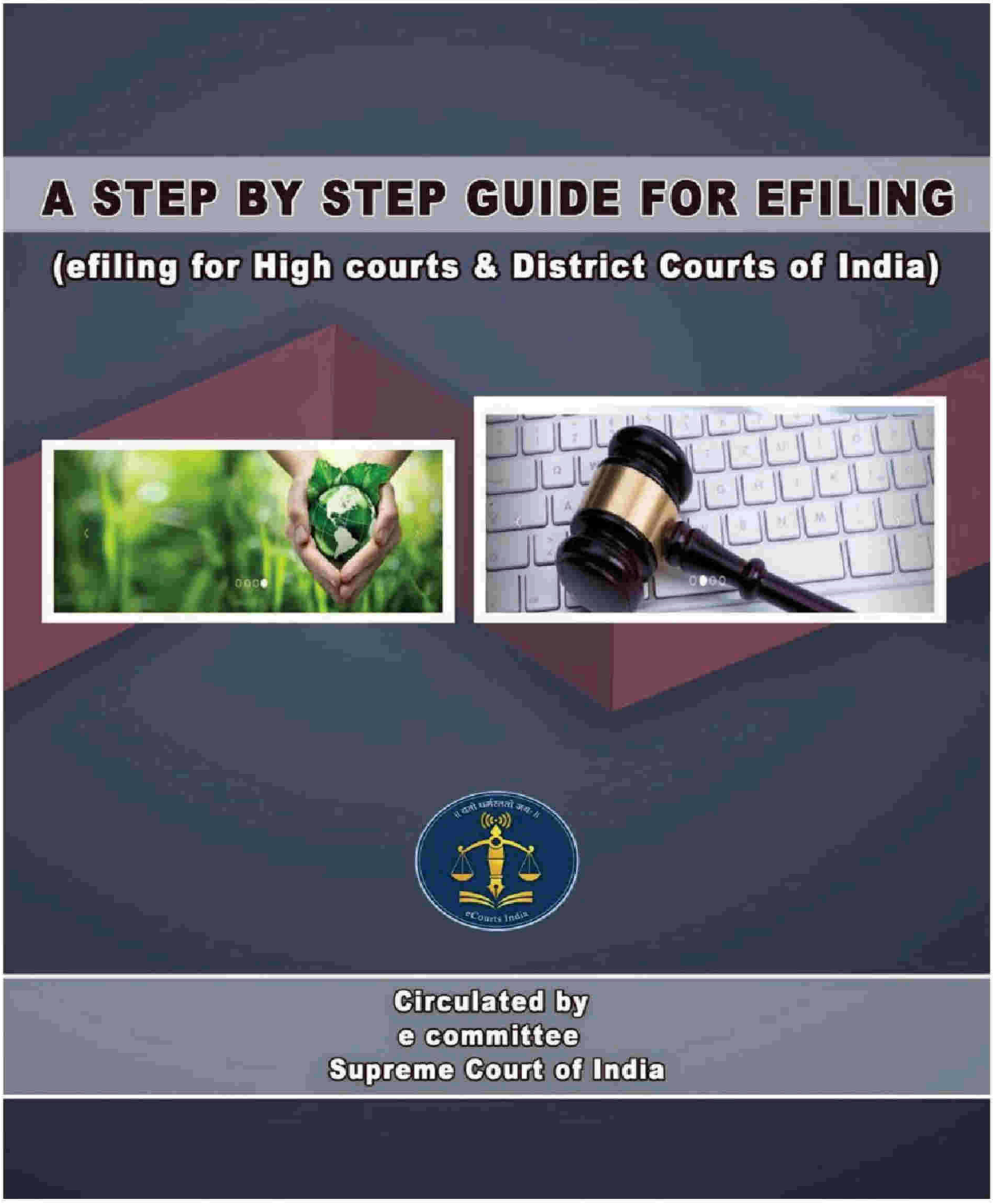
APPENDIX –I

PROCEDURE FOR ACCESSING EFILING ONLINE PORTAL AND DESIGNATED COUNTERS

Designated Counters:

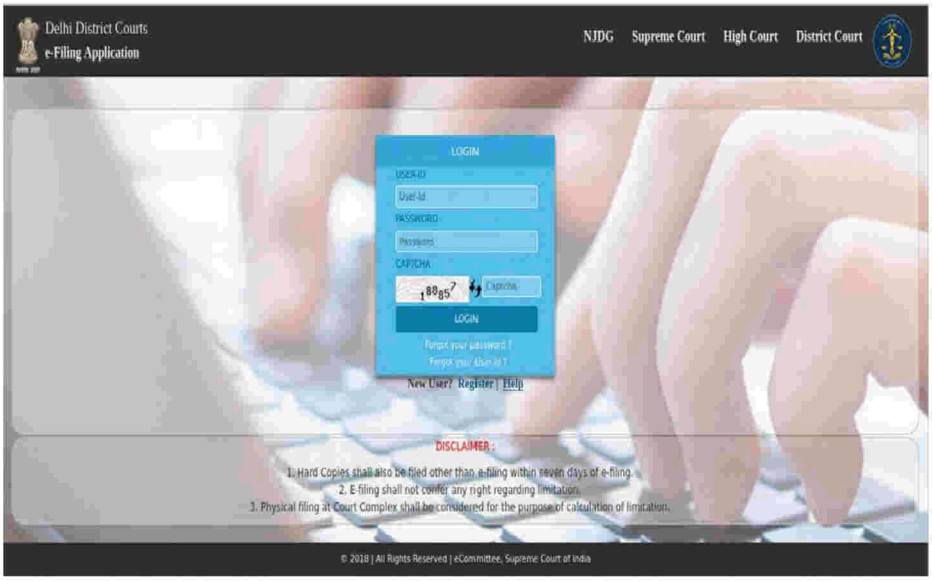
- Filing Counter
- eSeva Kendra
- eFiling portal : **https://efiling.ecourts.gov.in/kar/**

APPENDIX-II


A STEP BY STEP GUIDE FOR EFILING
(efiling for High courts & District Courts of India)
Circulated by
e committee
Supreme Court of India

A Step by Step Guide for efiling

(For High courts & District Courts of India)


Delhi District Courts
e-Filing Application
NJDG
Supreme Court
High Court
District Court
LOGIN
USER ID
User Id
PASSWORD
Password
CAPTCHA
Captcha
LOGIN
Forgot your password ?
Forgot your User Id ?
New User? Register | Help
DISCLAIMER :
1. Hard Copies shall also be filed other than e-filing within seven days of e-filing.
2. E-filing shall not confer any right regarding limitation.
3. Physical filing at Court Complex shall be considered for the purpose of calculation of limitation.
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Authored by
R.Arulmozhiselvi,
Ubuntu cum CIS Master Trainer;
OSD, Tamil Nadu State Judicial Academy .

A step by step guide for efiling

(For High Courts & District Courts of India)

Circulated by

e-committee,

Supreme Court of India.

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Tamilnadu Judicial Service.

First Edition : May, 2020.

Disclaimer

This referance material circulated by e-Committee is meant solely for the study and training purpose. References made are indicative and may not be used for any official or judicial reference.

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A Step by Step Guide for E-filing

(For High courts & District Courts of India)

1.1.Introduction

Welcome to the digital world of E-filing of High courts /District courts of India and this user guide will help you with step by step how to efile your case in the online efiling portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Office and And join the new band of **DIGITAL ERA ADVOCATE .**

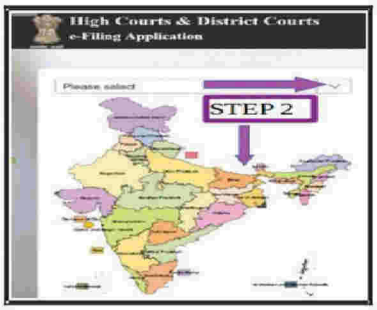
1.2.Getting Started

- Before starting efiling confirm and ensure the following details:
- You must be a registered Advocate in www.efiling.ecourts.gov.in
- If you are not a registered Advocate, immediately register today in the efiling portal by watching our helpline tutorial/manual.
- To Watch the Help video / manual click on this hyperlink https://efiling.ecourts.gov.in/help.
- Unless you are a registered user you cannot efile a new case
- Keep you registered user name and Password ready. Lets start efiling a new case
- Lets start e filing a new case .

1.3. E.Filing portal www.efiling.ecourts.gov.in

Type (www.efiling.ecourts.gov.in) in your browser you will reach the filing online portal.

1.4. Select your< state>



(i) by clicking on the drop list (or)

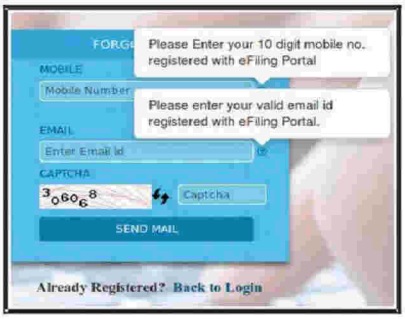
(ii) by clicking the state directly from the India map

1.5.Login

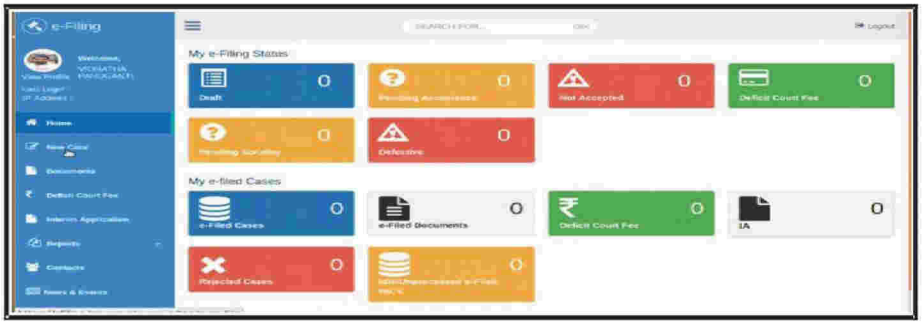
- Type the login id and password
- Enter the captcha
- Click on **LOGIN** button.

1.5.1 Forgot password :

If you forget your password or User-Id, you can click on the same and can enter your 10 digit mobile number or valid email id which you had registered with e Filing Portal at the time of Registration and then rest your password..



1.6. Dashboard :



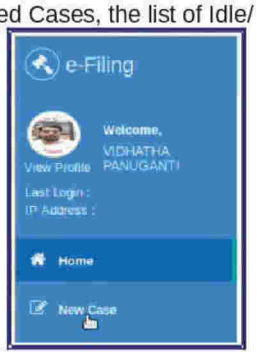
Dash board is the most important page from where you can keep track of the e filed cases digitally under two head (a) My e filing status and (b) My e filed cases. Let us see one by one.

1.6.1. My e filing status:

The e filing status shows the cases pending for acceptance , the cases not accepted, cases which have deficit court fees the cases pending for scrutiny and which are defective. There is another wonderful option under Draft where you can store all your drafts which are ready for e filing .

1.6.2 My e filed cases:

Under e filed cases you can see your list of e filed cases, e filed documents, deficit court fee paid, the list of Interlocutory Applications(IA), the list of Rejected Cases, the list of Idle/ Unprocessed e-Filed cases. So once you e file your case you can keep track of the case digitally using dashboard option without even visiting the court complex.

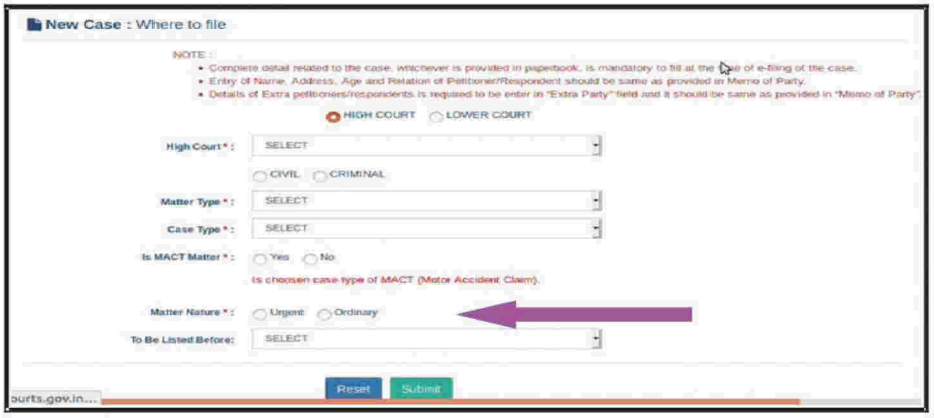


1.7.New case option:

After you login, you will be welcome d by the dashboard with the filing menu list on the left hand side . In the e filing menu list Click on '**New Case'** Option under the dash board which will take you to the form where to file the case .

1.8. Where to file High court /Lower court:

After Choosing the new case option in the dash board page you need to select where you are going to file the case whether in the High court or in the Lower court . For filing in the High court choose the radio button for High court and for filing in the lower court choose the radio button of the lower court option . And fill the following details through drop box i.e High court , civil or criminal ,Matter Type, Case Type , and whether it is MACT case or not and whether it is an ordinary or Urgent matter. In case of lower court choose the State, the District, the Court Establishment in addition to the above particulars.


New Case : Where to file
NOTE :
Complete detail related to the case, whichever is provided in paperbook, is mandatory to fill at the time of e-filing of the case.
Entry of Name, Address, Age and Relation of Petitioner/Respondent should be same as provided in Memo of Party.
Details of Extra petitioners/respondents is required to be enter in "Extra Party" field and it should be same as provided in "Memo of Party"
HIGH COURT
LOWER COURT
High Court * :
SELECT
CIVIL
CRIMINAL
Matter Type * :
SELECT
Case Type * :
SELECT
Is MACT Matter * :
Yes
No
Is choosen case type of MACT (Motor Accident Claim).
Matter Nature * :
Urgent
Ordinary
To Be Listed Before:
SELECT
Reset
Submit

Check all the particulars and if it is correct then click on submit button .If you want to make any corrections then click reset button .

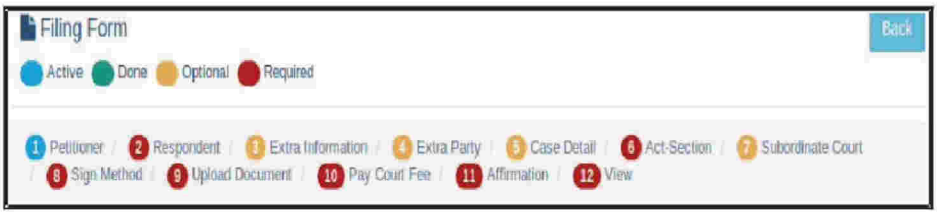
1.9.Filling up of forms:

1.9.1.Colour coding:

The next step is to fill the digital forms generated. Before filling up the forms we need to understand the colour coding used in the forms page which will make our task easier.

- **Blue** colour for the form in use and **Active**
- **Green** colour for the form which is **completed** or **Done** .
- **Orange** colour for the forms which are **optional;**
- **Red** colour for the forms which are **mandatory** to be filled up.

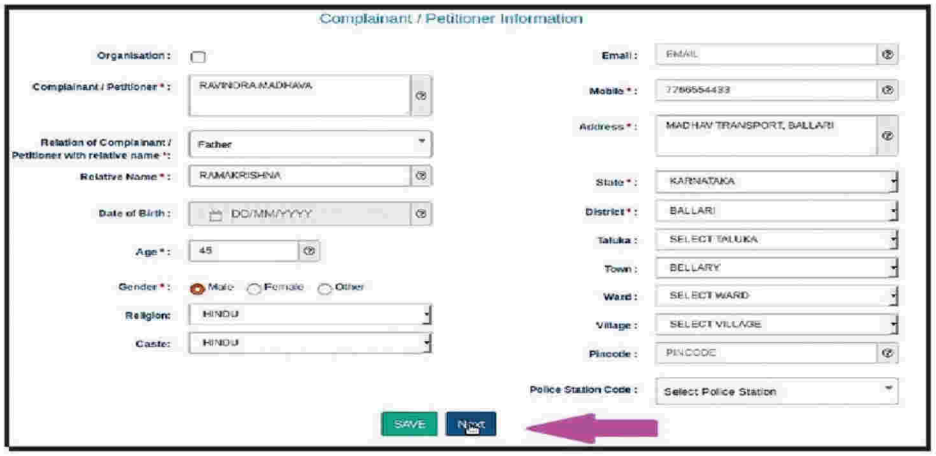
5



Though there are optional forms and optional fields it is advisable to fill up all the details because only then you can have a complete digital picture of your e filed case. And don't forget that after filling up each and every form click "SAVE" and then "NEXT" .

1.9.2. Complainant/Petitioner form:

In the complainant/petitioner form you need to fill up all the details relating to the petitioner. And the fields with red star are mandatory. But it is advisable to completely fill up all the details. For example the mail is given as optional .But only when you fill up email you can get various alerts to your inbox from the ecourts services. Hence fill up all details and click "SAVE" and then "NEXT" .

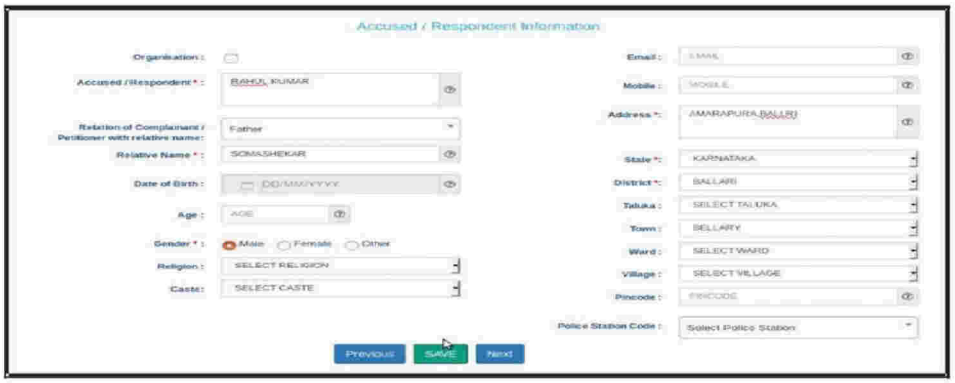


1.9.3.e filing number:

The Saved Form will generate an e Filing **Number** at the Right Top. It can be noted for your reference.

1.9.4. Respondent form:

The respondent form is similar to the petitioner form and hence fill up all the details relating to the respondent and click “SAVE” and then “NEXT” ..



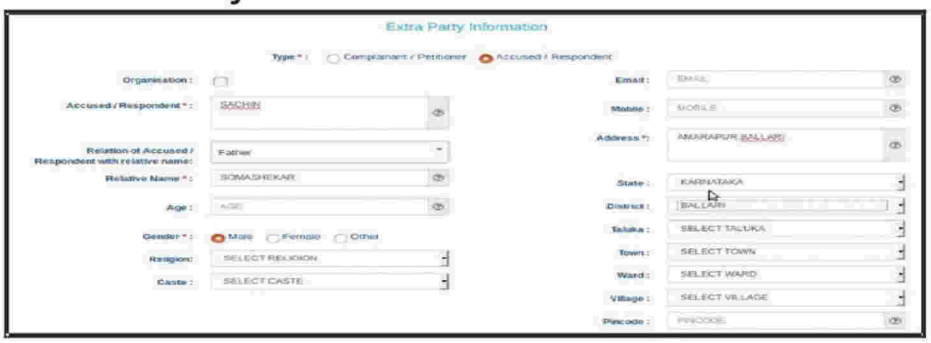
After adding all the details you will get the message as **respondent added successfully**

1.9.5. Extra information Form (optional):

If you wish to fill up any extra information regarding complainant or accused, like the Passport number,Pan card number, Fax number, Phone number Alternate Address it can be filled up under this form. Though this form is optional it is advisable that these all particulars to be filled up as far as possible. After filling up the extra information, click on Save button and; then Click on Next button. But If you do not want to fill the extra

information about the Complainant/Petitioner or Accused/Respondent then directly click on the **Next** button.

1.9.6. Extra Party Details :

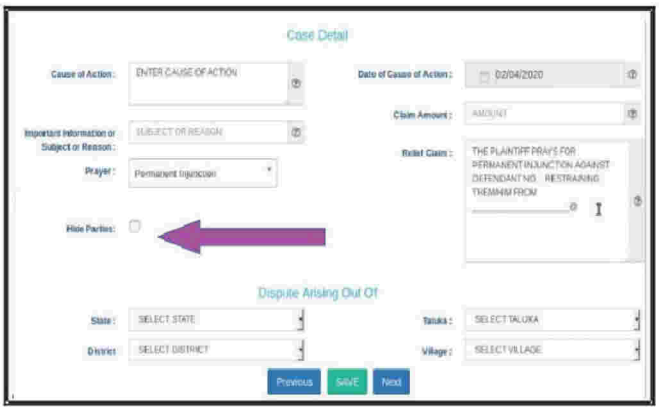


The Extra Party information arises in cases where there are more than one parties on the Complainants/Accused side or on the Petitioners/Respondents side or on both sides. Though this Form is also optional, it is highly recommended that it need to be filled up because once this form is submitted it cannot be modified later .

Note: 1. Once you submit this efile, can not modify extra party.
2. It is recommended to fill in Extra Party details though not mandatory.
Previous
SAVE
Next

1.9.7 Case Details:

The Case Details Form contain the particulars of Cause of Action Details/ Date/ Dispute Place, the claim amount, Any Important Information/ Subject/ Reason, the Prayer, Relief Particulars.

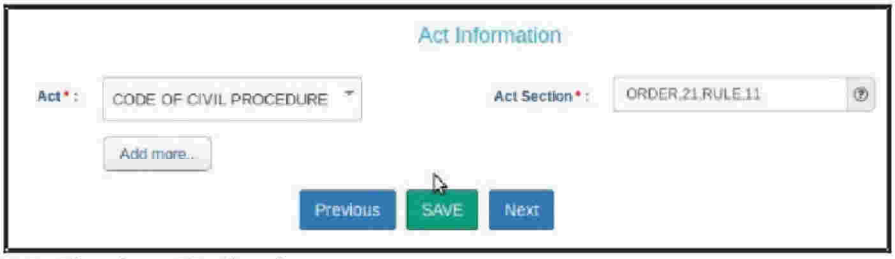


1.9.7.1. Hide Party:

Hide party is an important option in Case details form. In case of offenses against women and children, POSCO act matrimonial disputes wherever law mandates the protection of the identity of the Victim or petitioner then this option should be enabled so that the privacy of the petitioner will be protected and the mandate of law can be complied with. Hence the identity of the Hide party option enabled person will not be revealed in the digital screens !

1.9.8. Act-Section:

Fill the details of the Act and Section and save the details and then click Next to move to the next form .



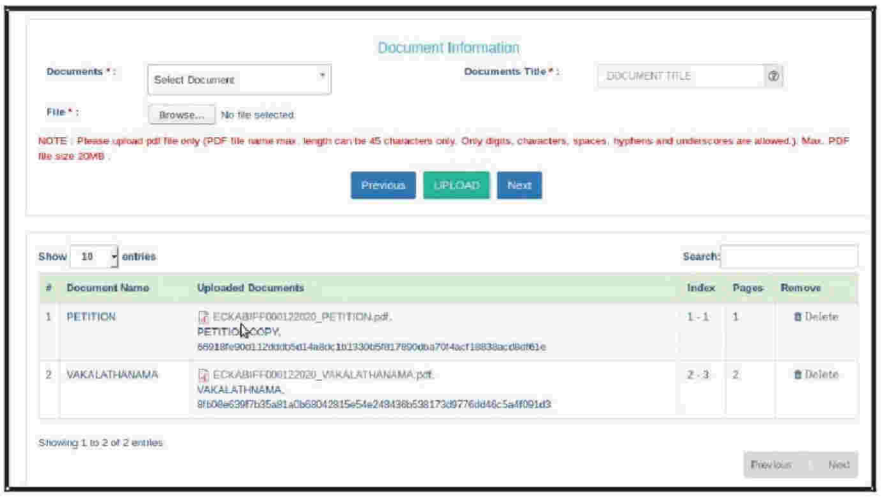
1.9.9.Signing Method:

- In the e-signing option, there are three options to sign
- uploaded and later on e signing Using Aadhar
- uploaded using digital signature digital token.
- Uploaded and later on e signing using mobile OTP. You can choose any one option and then proceed further by clicking SAVE and NEXT .

Document(s) PDF(s) will be * :
uploaded and later on eSigned using my Aadhaar
uploaded digitally signed using Digital Token
uploaded and later on eVerified using mobile OTP
If eSign using Aadhaar will be failed two times due to any technical reasons. e-Verification using Mobile will be automatically displayed at the very same page to proceed further.
NOTE : eFiling portal accepts digitally signed documents only. If you have digital token, you can upload documents digitally signed by token. Otherwise later you have to eSign those by providing your Aadhar no. Therefore it is suggested to choose the option carefully as you will not be able to change this option later during filing of this Case.
Previous
SAVE
Next

9

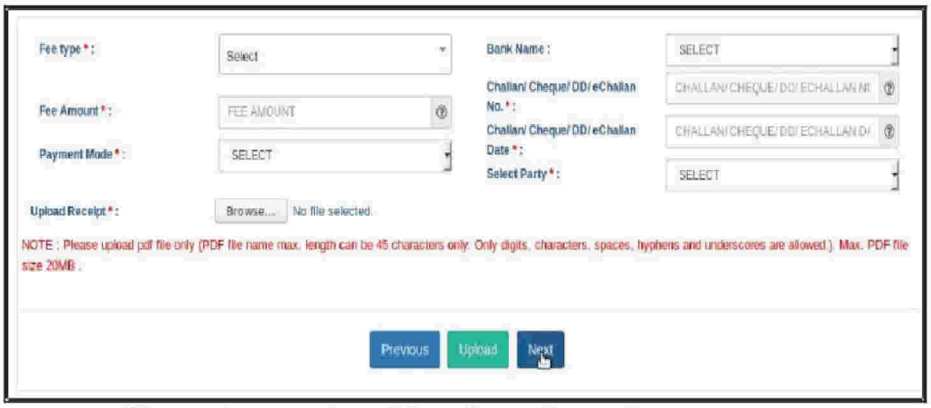
1.9.10. Upload Document:


Document Information
Documents * :
Select Document
Documents Title * :
DOCUMENT TITLE
File * :
Browse...
No file selected.
NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB .
Previous
UPLOAD
Next
Show 10 entries
Search:
Document Name Uploaded Documents Index Pages Remove
1 PETITION ECKABIFF000122020_PETITION.pdf PETITIONCOPY 1 - 1 1 Delete
2 VAKALATHNAMA ECKABIFF000122020_VAKALATHNAMA.pdf VAKALATHNAMA 2 - 3 2 Delete
Showing 1 to 2 of 2 entries
Previous
Next

When you have documents to upload use this option and upload the documents. Choose the document type, document title and attach the document file which should not be more than 50 MB and click upload. The uploaded document will be displayed. If you have wrongly uploaded any document you can use the delete option and the delete it Then, you may upload the correct document. Once all the documents are uploaded, click on **Next** button.

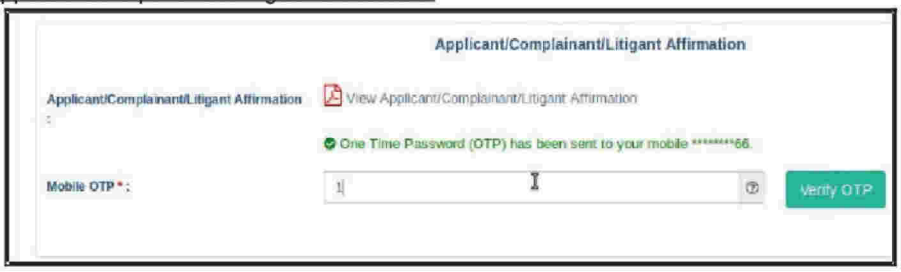
1.9.11.Pay court fees:

For making payment of court fee you can make online payment or through Challan payment and upload the challan details. After filing up payment details and clicking submit button, then click on **Next** button.

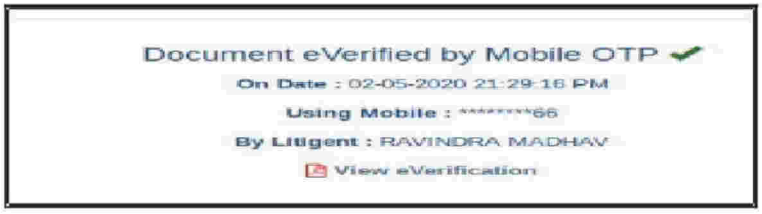

Fee type * :
Select
Bank Name :
SELECT
Challan/ Cheque/ DD/ eChallan No. * :
CHALLAN/ CHEQUE/ DD/ ECHALLAN NI
Fee Amount * :
FEE AMOUNT
Challan/ Cheque/ DD/ eChallan Date * :
CHALLAN/ CHEQUE/ DD/ ECHALLAN D/
Payment Mode * :
SELECT
Select Party * :
SELECT
Upload Receipt * :
Browse...
No file selected.
NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB .
Previous
Upload
Next

1.9.12 Affirmation and Verification of Applicant.

I. Applicant/Complainant/ Litigant Affirmation.


Applicant/Complainant/Litigant Affirmation
Applicant/Complainant/Litigant Affirmation :
View Applicant/Complainant/Litigant Affirmation
One Time Password (OTP) has been sent to your mobile ********66.
Mobile OTP * :
Verify OTP

- Type the Name of the Applicant
- Type the mobile number of the Applicant
- Click on **Send OTP** button. Then, type the OTP received in the mobile number of the applicant and then Click on **Verify OTP** button.


Document eVerified by Mobile OTP
On Date : 02-05-2020 21:29:16 PM
Using Mobile : ********66
By Litigent : RAVINDRA MADHAV
View eVerification

1.9.13. Advocate Identification and Verification:

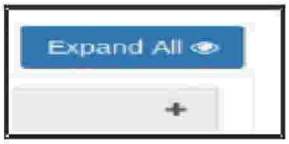
- After the e-verification of applicant, then Advocate identification also to be verified accordingly.
- Type the name of the advocate
- Type the mobile number of the Advocate
- Click on the **Send OTP button. Then**, type the OTP received to your registered mobile number and then Click on **Verify OTP** button.

Document eVerified by Mobile OTP
On Date : 02-05-2020 21:29:53 PM
Using Mobile : ********66
By Advocate : GURUPRASAD B P
View eVerification

- After the verification of (i)the applicant and (ii) the Advocate, then Click on the **Next** button.

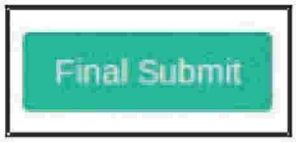
1.9.14 . View:

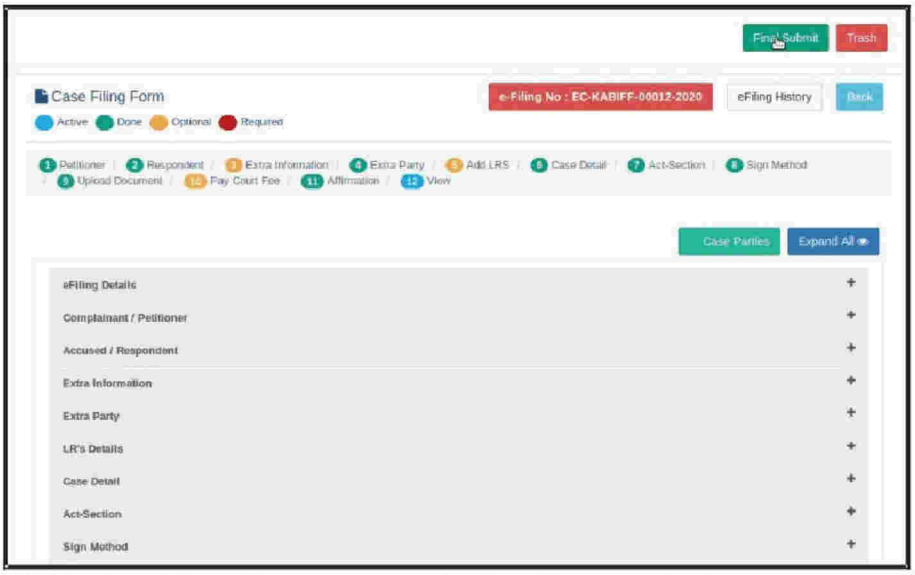
After filling up all the details, the filled up form details can be viewed using the 'EXPAND ALL" option or click on **+** to view the details against each category.



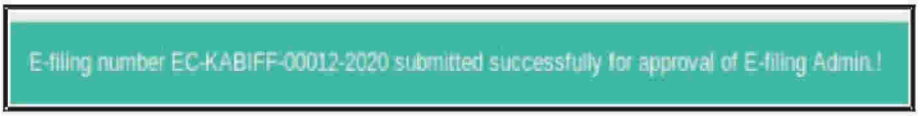
1.10. Final submit:

After checking all the details click the option "FINAL SUBMIT"





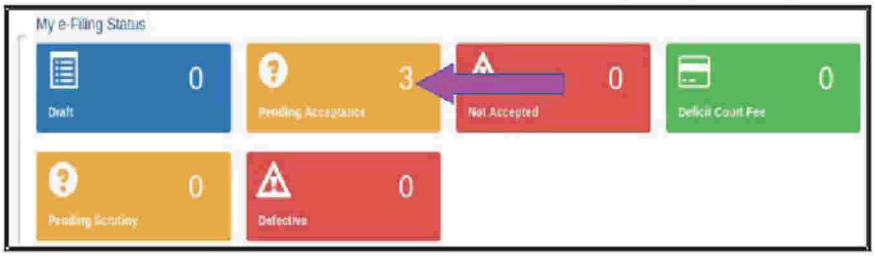
1.11. Submitted for approval of e filing admin :



After final submit you will get the message that the e filing case number XXXX submitted successfully for approval of e filing admin.

1.12.Generate acknowledgment:

You can also generate acknowledgment for filing by clicking on **Pending Acceptance** option in the dashboard. From the files in the **"Pending Acceptance option",** find



out case by looking into the e filing no, case details, date and time of submission. and click on the e filing number of the concerned case as shown below.

13

Pending Acceptance
Show 10 entries
Search:
eFiling No. Type Case Details Submitted On
1 EC-KABIFF-00012-2020 EFILING TEST, BALLARI, KARNATAKA New Case RAVINDRA MADHAVA Vs. RAHUL KUMAR 02/05/2020 09:30:33 PM
2 EC-KABIFF-00013-2020 EFILING TEST, BALLARI, KARNATAKA New Case RAMAKRISHNA Vs. RENUKESH 02/05/2020 08:54:42 PM
3 EC-KABIFF-00010-2020 EFILING TEST, BALLARI, KARNATAKA New Case PRAGATHI KRISHNA GRAMINA BANK Vs. ABC 02/05/2020 08:14:43 PM
Showing 1 to 3 of 3 entries

Then Click on the e Filing **Acknowledgment** button

Now, the e filing acknowledgment gets downloaded automatically in PDF form as shown below.

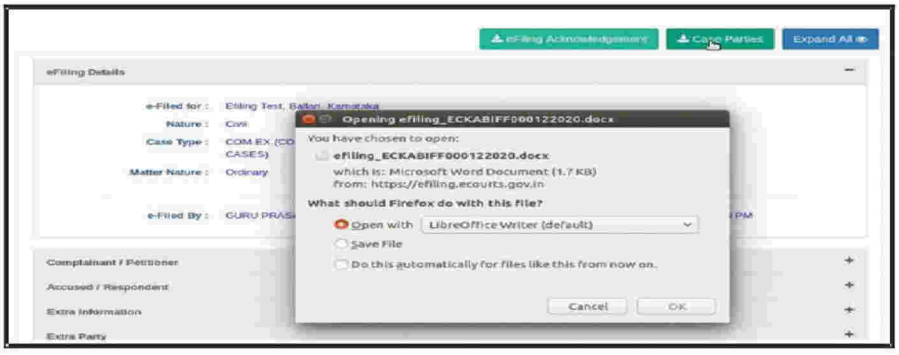
EFILING TEST, BALLARI, KARNATAKA
Acknowledgement

e-Filing No	:	EC-KABIFF-00012-2020	e-Filed Date/Time	:	02-05-2020 09:30:33 PM
Petitioner	:	RAVINDRA MADHAVA			
Respondent	:	RAHUL KUMAR			
IA(s)	:	0			
Advocate	:	Guru Prasad (KAR/1000/2019)	Matter Nature	:	Ordinary
Efiling Admin	:	IV ADDL DISTRICT AND SESSIONS JUDGE BALLARI COMMERCIAL COURT			
Payment Details	:				

Generated Date: 02-05-2020

1.13. Generate Case party details:

Similarly you can generate the case party details by clicking on the case parties option.



14

	HIGH COURT OF JUDICATURE FOR EFILING TEST,,
	COM.EX.(COMMERCIAL EXECUTION CASES)
1	Ravindra Madhava W/o RAMAKRISHNA, Aged about 45 years, Resident of Madhav Transport, Ballari, Bellary, Ballari, Karnataka, India
	----Petitioners
	Versus
1	Rahul Kumar W/o SOMASHEKAR Resident of Amarapura,ballri, Bellary, Ballari, Karnataka ,India

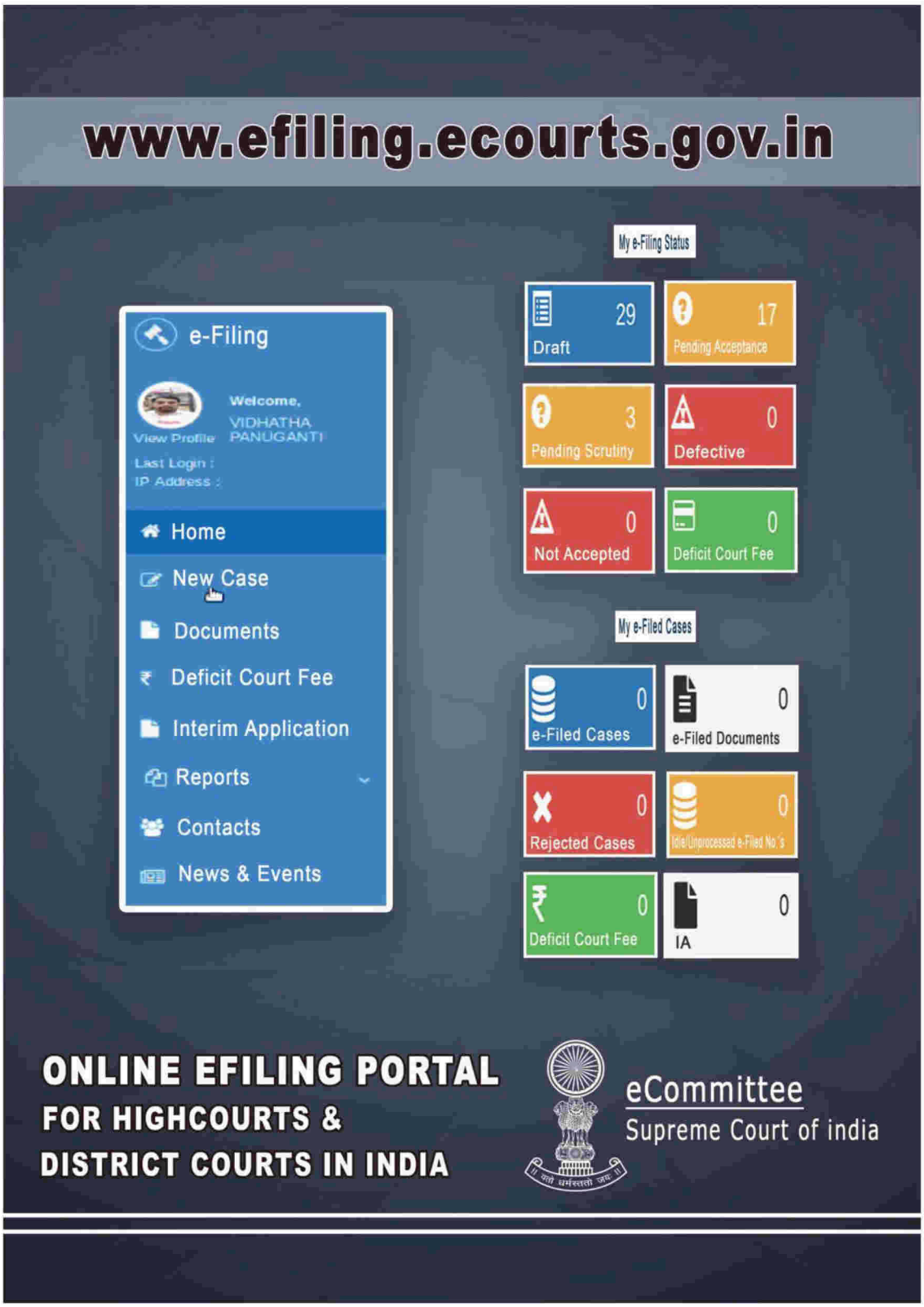
1.14. Logout:

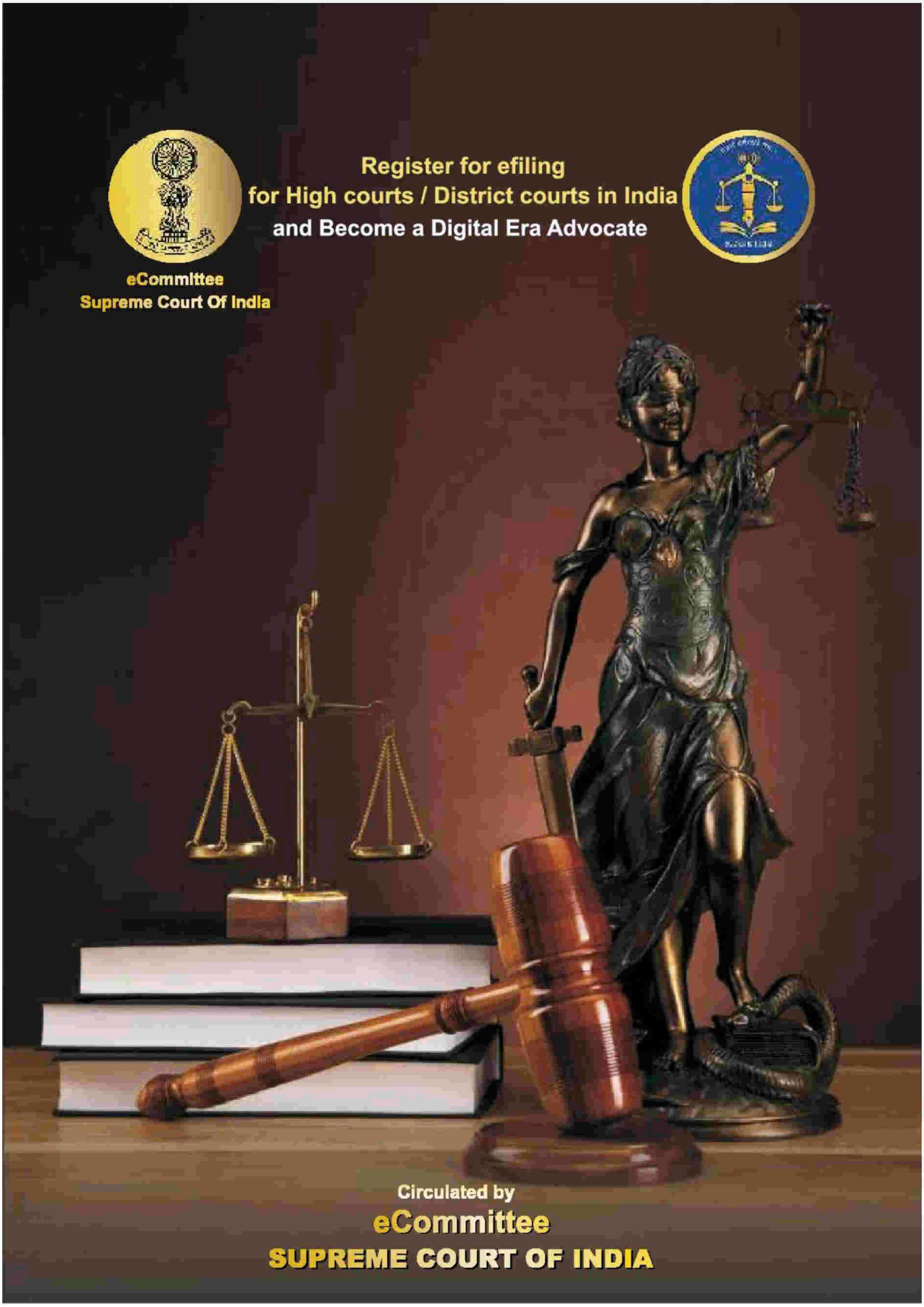
Lastly, you can log out from the current session by going to the **Home** in the dashboard and then click on the **log out** icon on the right side top of the screen.

1.15.Conclusion:

Thus you can successfully e file a new case in the online e filing portal which has the added advantage of keeping track of the status of the case digitally through Dashboard options. So keep e filing new cases through e filing portal and join the new band of **'Digital Era Advocate".**

----------***Start e filing new cases in*** www.efiling.ecourts.gov.in ----------.


www.efiling.ecourts.gov.in
My e-Filing Status
29
Draft
17
Pending Acceptance
3
Pending Scrutiny
0
Defective
0
Not Accepted
0
Deficit Court Fee
e-Filing
Welcome,
VIDHATHA PANUGANTI
View Profile
Last Login :
IP Address :
Home
New Case
Documents
Deficit Court Fee
Interim Application
Reports
Contacts
News & Events
My e-Filed Cases
0
e-Filed Cases
0
e-Filed Documents
0
Rejected Cases
0
Idle/Unprocessed e-Filed No.'s
0
Deficit Court Fee
0
IA
ONLINE EFILING PORTAL
FOR HIGHCOURTS &
DISTRICT COURTS IN INDIA
eCommittee
Supreme Court of india


Register for efiling
for High courts / District courts in India
and Become a Digital Era Advocate
eCommittee
Supreme Court Of India
Circulated by
eCommittee
SUPREME COURT OF INDIA

Register for efiling
for High courts / District courts in India
and Become a Digital Era Advocate
Register for efiling
Are you an advocate practicing in High court / District court of India ?
Do you want to file your case in the comfort of your office ?
Do you want to file your case without visiting court complex ?
Then choose efiling -the digital online filing process
10 step Registration procedure for Advocate at efiling portal www.efiling.ecourts.gov.in
Visit efiling portal www.efiling.ecourts.gov.in and become registered user by following the 10 steps hereunder
Getting started
"Before starting registration keep the following details ready"
Details of your mobile number, email ID registered with court database
Details of your bar enrollment number
Digital photo in Jpeg/Jpg format size between 5 KB and 5 MB
Identity proof (Any one Pan card / Aadhar card / Voter card / Driving License / Bar Registration certificate in Jpeg / Jpg format size between 5 KB and 5 MB
Smart Phone / Laptop with internet connection
As it is a time bound registration you need to complete within 18 minutes. Dont start registration without having all the above details ready !
Lets start Registration
STEP : 1
Visit www.efiling.ecourts.gov.in
STEP 1
NIDG
Supreme Court
High Court
District Court

HIGH COURTS & DISTRICT COURTS
E-FILING REGISTRATION

Please select

STEP : 2

select your <state>

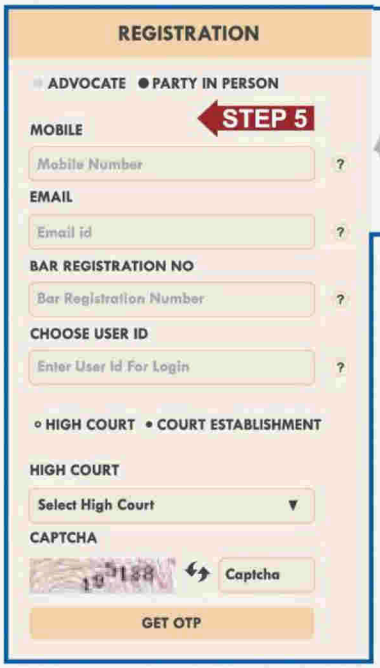
- by clicking on the drop list (or)
- by clicking the state directly from the India map

STEP : 3

Click "Register" in the login page

STEP : 4

Select the radio button **"Advocate"** in the registration form



STEP : 5

Fill up the following details

- **Mobile Number ***
- **Email ID ***
- (* The mobile number and the email ID that is registered with the court here the advocate practices must be furnished. If mobile number and email id are not registered with court database then registration will not be completed and in that case contact concerned court for registering the same)
- **Bar Registration Number of the Advocate**
- **Choose User ID (your preferable choice)**
- **Choose where you are Enrolled**
- **High Court / court establishment**
- **Choose the High court**
- **Enter the captcha**
- **Click "GET OTP"**

STEP : 6

- **Check your registered mobile number and the registered email ID for OTP. You should receive 2 separate OTP in your mobile number and the email ID. In some cases you may receive one OTP in your mobile number alone, in that case enter the OTP received in your mobile number and proceed further.**

STEP : 7

Two OTP verification : If you have received Two OTPs, Enter the OTP received in your mobile number and the OTP received in your email Id in the respective entrybar and click verify OTP

(or)

One OTP verification : In some cases if you have received one OTP in your mobile number alone, then enter that OTP in the mobile OTP entry bar and click verify OTP.

STEP : 8

Fill other Details

- Password

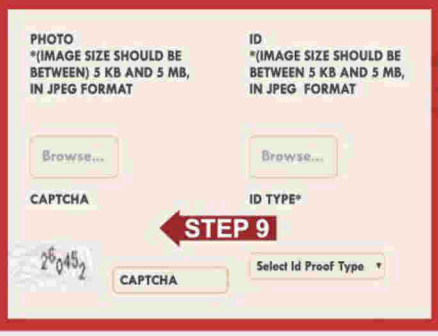
  (Password must contain minimum 8 digit and must include 1 uppercase character, 1 lower case character, 1 number, 1 special character)

- Confirm Password
- First Name — Last Name
- Other contact number — Gender
- Date of Birth (DD/MM/YY)
- Address Line 1 — Address Line 2
- City — State
- Pincode

STEP : 9

Upload your Photo and ID

- Upload your Photo (in Jpeg/Jpg format of size less between 5 KB and 5 MB) using "Choose file" option
- Upload Identity proof in image size less than 5 KB and 5 MB using the "Choose file" option
- Suppose you don't have digital photograph just take a photo from your smart phone and upload



- Similarly, if you don't have digital copy of your ID cards, then you can take a photo or scan the ID cards using any scan application and upload. Before uploading ensure that your photo and the ID card are in the format Jpeg or Jpg and in size between 5 KB and 5 MB
- Then you have to choose the type of ID card uploaded i.e. Pan card / Aadhar card / Voter card / Driving License / Bar Registration certificate from the drop box.

STEP : 10

- Finally enters the captcha code given in box and click the "Register" button to complete the Registration process. You will finally get the message "Registered Sucessfully"

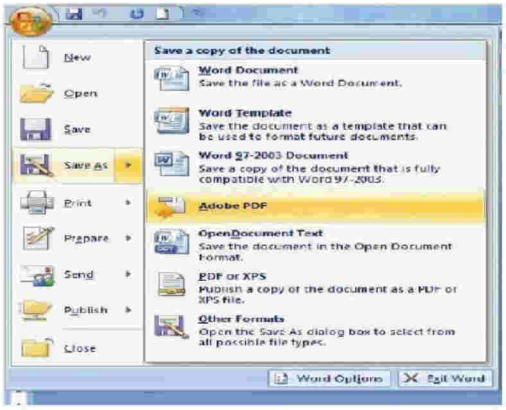
You have sucessfully become a registered Advocate of efiling
Welcome to the digital world of efiling of High Courts / District Courts of India
Start efiling you cases from the comfort of your office

Circulated by
ecommittee
Supreme Court of India

APPENDIX -III

PROCEDURE FOR CONVERTING WORD FILE TO PDF

- Open the file you wish to save.
- Click the "File" button in the top left-hand corner Go to "Save As" >"PDF or

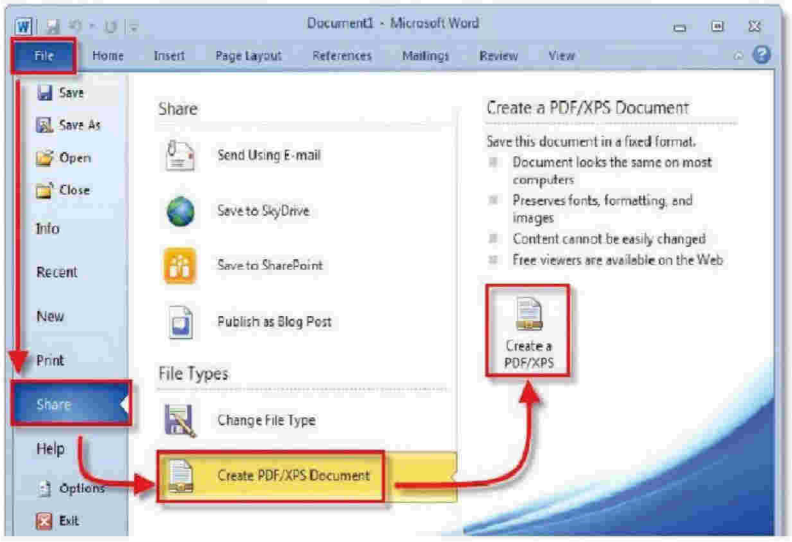

New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Save a copy of the document
Word Document
Save the file as a Word Document.
Word Template
Save the document as a template that can be used to format future documents.
Word 97-2003 Document
Save a copy of the document that is fully compatible with Word 97-2003.
Adobe PDF
OpenDocument Text
Save the document in the Open Document format.
PDF or XPS
Publish a copy of the document as a PDF or XPS file.
Other Formats
Open the Save As dialog box to select from all possible file types.
Word Options
Exit Word

- In case of unavailability of above option, open the URL - http://www.microsoft.com/downloads for the downloading of Microsoft's free PDF and XPS converter.

Note: It will work only for the Windows (Operating System);

Word 2010/13

- Click File, Share. From the Share menu, Click Create PDF Document then on the right-side.
- Click Create a PDF.



Other Versions of Word

- Open the file you wish to save. Go to "File" >"Print".
- Click the dropdown list of installed printers and select "PDF".
- Click "OK". This will convert your document and open it in Adobe Reader (if you have already installed it otherwise need to be install it at first).
- Newer versions of Microsoft Word have this option; If it does not appear on your version, try one of the methods below.

PDF Conversion Website

- Go to a free PDF conversion website.

  Examples include

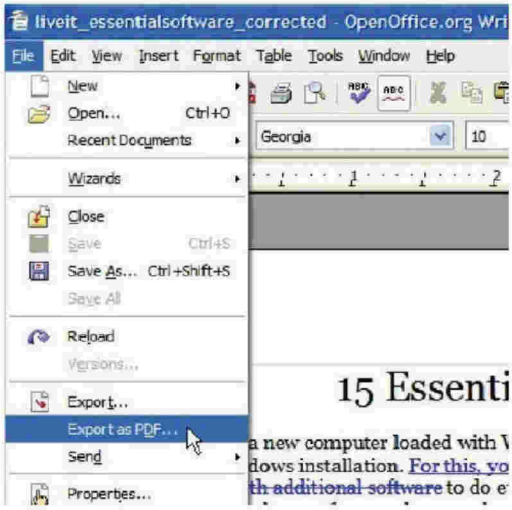
  - http://printinpdf.com
  - http://www.freepdfconvert.com
  - http://www.pdfonline.com/convert-pdf
  - http://docupub.com/pdfconvert

  Do not use a site that asks you to pay, install unnecessary software, or anything else you're uncomfortable with. There are many free, easy-to-use PDF conversion sites available online.

- Click "Browse" to locate the desired Word file(s).
- Provide your email address if necessary. Some sites will email the file directly to your inbox. If you don't want to provide your email address, note that "Print in PDF does not require your email address".
- Click "Convert" and wait for it to process.
- Check your file. Check the website for your converted file; otherwise, look for the file in your inbox.
- Click on your PDF file(s) to open and/or download them. Save if necessary.

Using Open Office

- Download OpenOffice. This is a free, open-source word processor that is fully compatible with Word.
- Double click on the downloaded file to install OpenOffice on your computer.
- Open the Word document you want to convert in OpenOffice.
- From the main menu, select "File">"Export as PDF". There is also an export to PDF button right on the main taskbar.
- Choose a file name for your PDF. Make sure that everything else is how you want it.
- Click "Okay" or "Save" to convert. This will convert your document and open it in Adobe Reader (if you have already installed it otherwise need to be install it at first).



APPENDIX -IV

PROCEDURE FOR DIGITAL SIGNATURE

Visit http://cca.gov.in/licensed_ca.html - to get list of Licensed Certificate Authorities (CA):

OR

Use DigiSigner - Digital Signatures for PDFs - http://digisigner.com

DIGISIGNER

DigiSigner is a tool for viewing and digitally signing PDF documents using X.509 certificates. DigiSigner is implemented in Java and can run on MS Windows, Mac OS X, Linux or other platforms with Java support.

Download	:	Download DigiSigner 4.0 from https://www.digisigner.com/download/
System Requirements	:	JRE: 1.6 or above (MS Windows installer will download and install the latest JRE for you automatically, if your current JRE version is too old or you don't have any).
Memory	:	No minimum requirement.
Disk	:	No minimum requirement.
Operating System	:	Every operating system with Java support. Operating systems like MS Windows, Mac OS X or Linux meet this requirement.

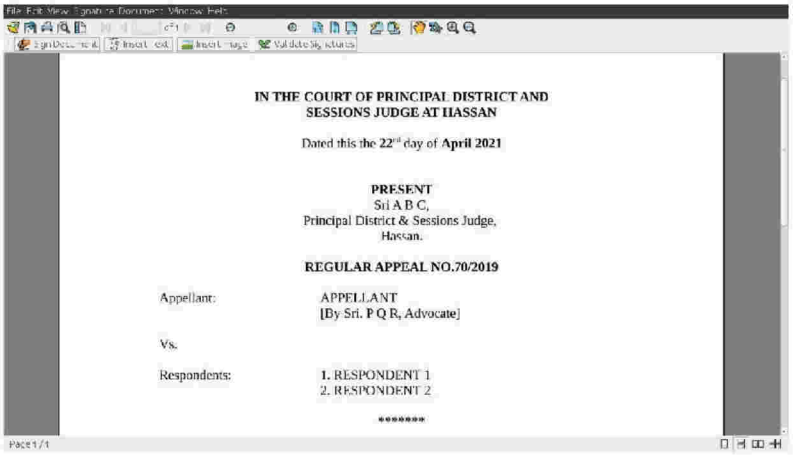
Installing DigiSigner

MS Windows	:	Start the installer and follow the instructions.
MAC OS X	:	Unzip the archive and start the application.
Linux	:	Unzip the archive and make digisigner.sh script executable using **chmod +x digisigner.sh** Then execute sh digisigner.sh

Signing PDF

1. Open the file that you want to sign. You can open the file through

   - File -> Open -> File... -> <Select File name> or
   - Just press Ctrl+O or
   - Click on Open or
   - On Windows you can right-click the file you want to open and choose Open with DigiSigner option.
   - DigiSigner will display the chosen document



IN THE COURT OF PRINCIPAL DISTRICT AND SESSIONS JUDGE AT HASSAN

Dated this the 22nd day of April 2021

PRESENT
Sri A B C,
Principal District & Sessions Judge,
Hassan.

REGULAR APPEAL NO.70/2019

Appellant: APPELLANT
[By Sri. P Q R, Advocate]

Vs.

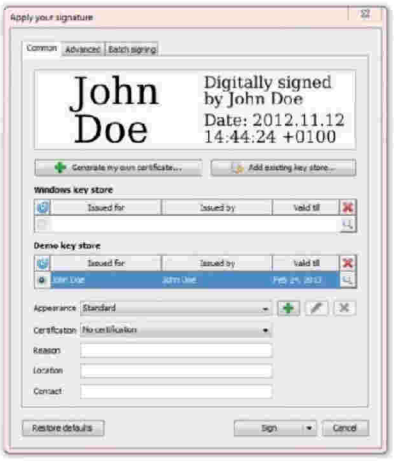
Respondents: 1. RESPONDENT 1
2. RESPONDENT 2

****

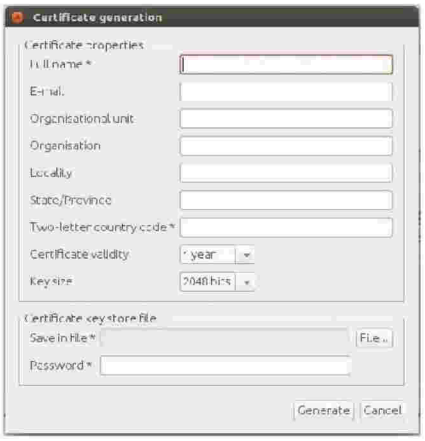
2. Click on "Sign Document" button

3. Click anywhere in the document and drag the cursor while holding the mouse button. Then release the button to create a new signature field.

4. The digital signature dialog will appear immediately.



5. The signature dialog contains already a demo certificate.



- If you already have your own certificate (saved normally in a PFX file), you can import it to DigiSigner using "Add existing key store..." button.
- If you don't have any, you will have to generate one. Generating is easy and you only need to do it once.
- Click on "Generate my own certificate..." and enter your personal details in the certificate generation dialog.
- You only have to enter your full name and two letter country code (IN for India, US for United States, DE for Germany etc). You can also fill other fields if you want.
- Then click on the "File..." button, enter the name of the file, where your certificate should be saved and click on "Save".
- After that choose some password and enter it in the password field. You will need this password every time you create a new signature.
- Click on "Generate" and wait till the certificate is generated.
- The signature dialog will be updated automatically to display your newly generated certificate.

6. You can now optionally fill the fields reason, location and contact or configure your own signature appearance. Then click on the "Sign" button and here is the result.

Text Signature

1. Open the file you would like to sign using the standard button in the toolbar and then click on the "Insert Text" button.

2. Click anywhere in the document and drag the cursor while holding the mouse button. Then release the button to create a new signature field.

3. The script signature dialog will appear immediately. Type your name or everything you like in the text area and click on the "Insert text" button.

4. And here is the result.

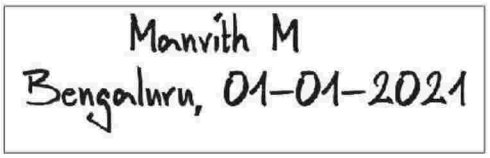


Image Signature

1. Open the file and click on the "Image Signature" button.

2. As with the script signature click anywhere in the document and drag the cursor while holding the mouse button. Then release the button to create a new signature field.

3. The image signature dialog will appear immediately. Click on the "Choose file..." button and choose an image file with your signature (or any other image file).
Such a file you would create normally by scanning your own handwritten signature. You need to do it only once.

4. Then click on the "Insert image" button and here is the result.

APPENDIX- V

PROCEDURE FOR PDF BOOK MARKING

There are many software programs available online that can be downloaded from internet for creating bookmarks in PDF files. These include PDFelement Pro, Adobe Acrobat DC, Foxit Reader, NitroPDF, NovaPDF etc.

Let us know how to bookmark PDF using Master PDF Editor

MASTER PDF EDITOR

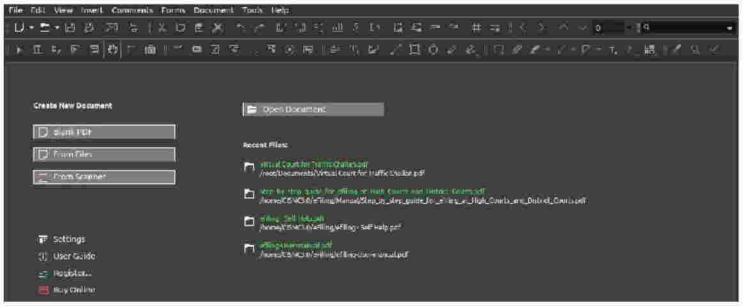
Master PDF Editor is a tool used to bookmark PDF files in Linux and Windows. It enables you to create, edit, view, encrypt, sign and print interactive **PDF** documents.

Download the application from https://code-industry.net/free-pdf-editor/

code industry
Master PDF Editor for Linux
Edit PDF documents.
The best solution for working with PDF files in Linux.
Commercial version of Master PDF Editor for Linux
Master PDF Editor is the optimal solution for editing PDF files in Linux.
It enables you to create, edit, view, encrypt, sign and print interactive PDF documents.

Book Marking

1. Open Master PDF Editor



2. Open the PDF file that you want to bookmark. You can open the file through

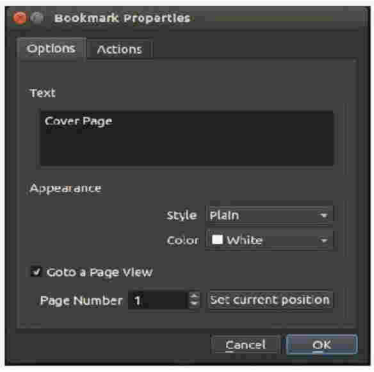
- File -> Open -> <Select File> or
- Just press Ctrl + O or
- Click on Open Document

or
- Right-click on the file you want to open and choose Open with Master PDF Editor option
- It will display the chosen document

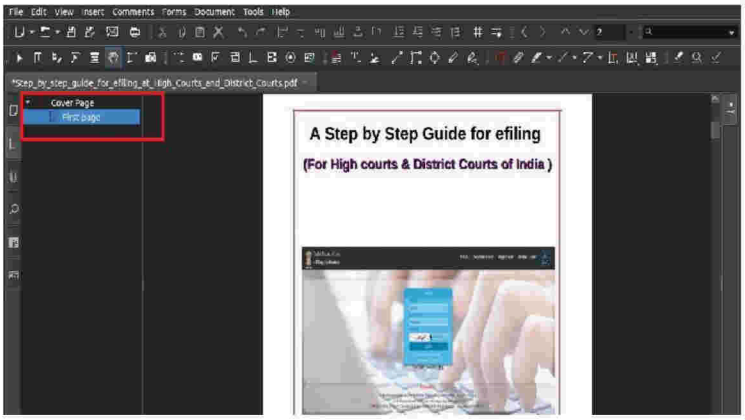
Adding a bookmark

1. To add a bookmark to a PDF document, click the Bookmarks tab on the side panel. Then right-click the panel and click Add Bookmark.

2. The bookmark properties window opens. Enter the text of the bookmark providing enough information about where it points to. Optionally, adjust the appearance of the bookmark. Click OK to create the bookmark.



3. If you right-click an existing bookmark, the new bookmark will be added as a child bookmark:


File Edit View Insert Comments Forms Document Tools Help
Cover Page
First page
A Step by Step Guide for efiling
(For High courts & District Courts of India)

4. You can also adjust position of a bookmark in the tree by dragging and dropping it.

Deleting a bookmark

1. To delete a bookmark, right-click it in the list and click Delete Bookmark.

2. To delete multiple bookmarks: Hold Ctrl and click bookmarks you want to select one by one; or hold Shift and click the first and the last bookmarks to select all bookmarks in between.

3. Then right-click and click Delete Bookmark to delete all selected bookmarks.

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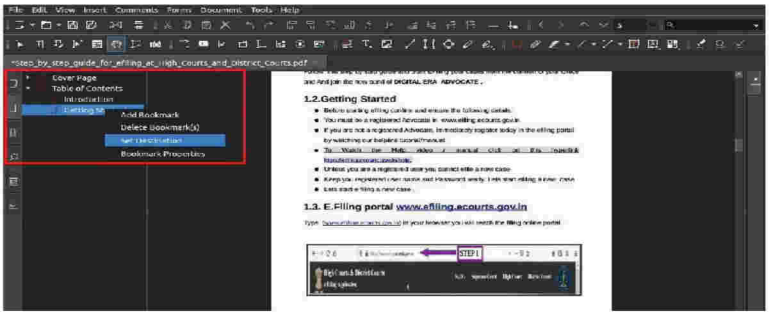
Editing a bookmark

1. To edit a bookmark, right-click it and select Bookmark Properties.

2. If you just want to assign a different page view to a bookmark, navigate to the part of the document you want to bookmark, then right-click the bookmark in the list and select Set Destination.



BY ORDER OF THE HON'BLE HIGH COURT
Sd/-
REGISTRAR GENERAL

PR-01

SUNIL GARDE